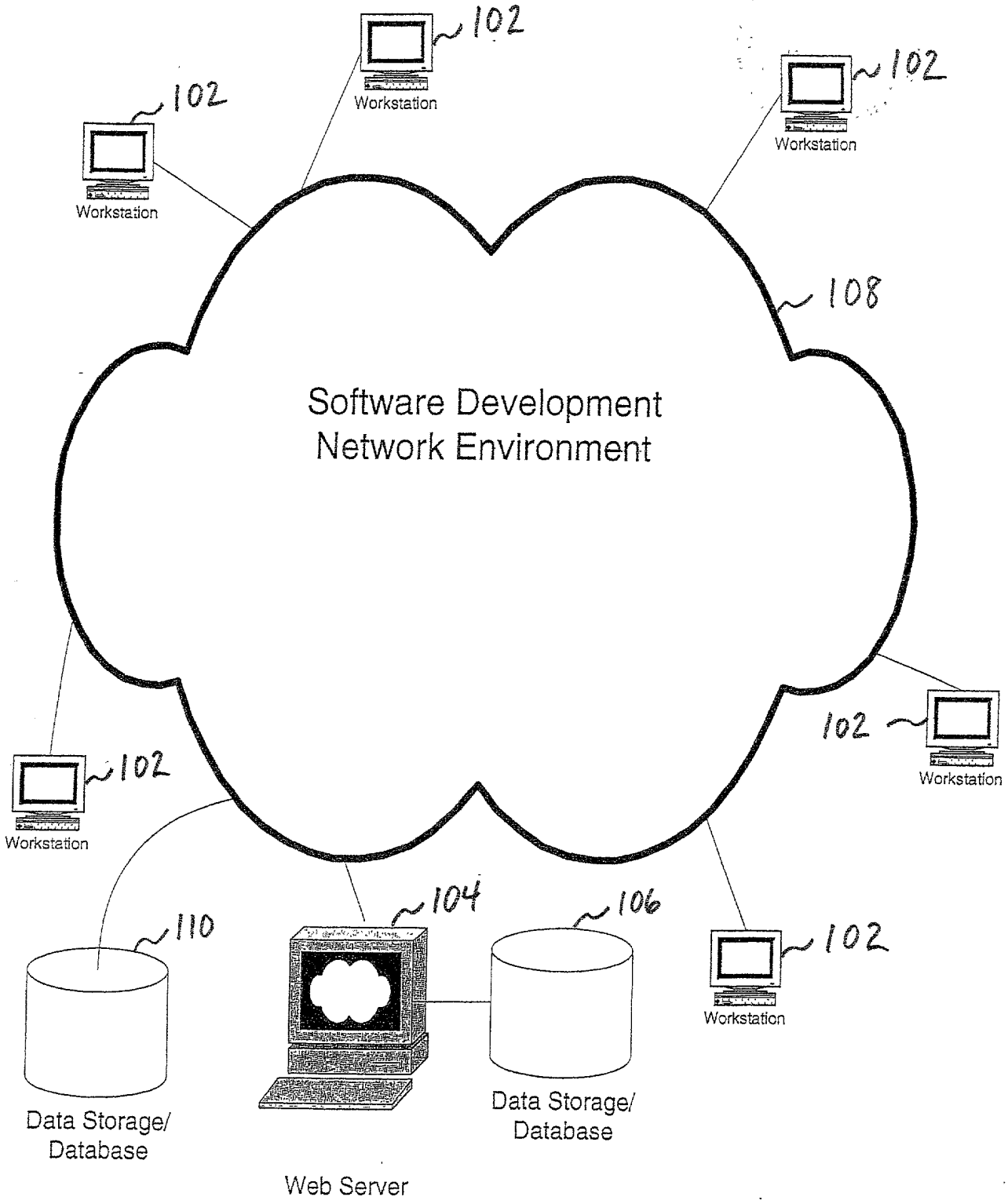

102
Workstation
102
Workstation
102
Workstation
108
Software Development
Network Environment
102
Workstation
102
Workstation
102
Workstation
110
Data Storage/
Database
104
Web Server
106
Data Storage/
Database

Figure 1

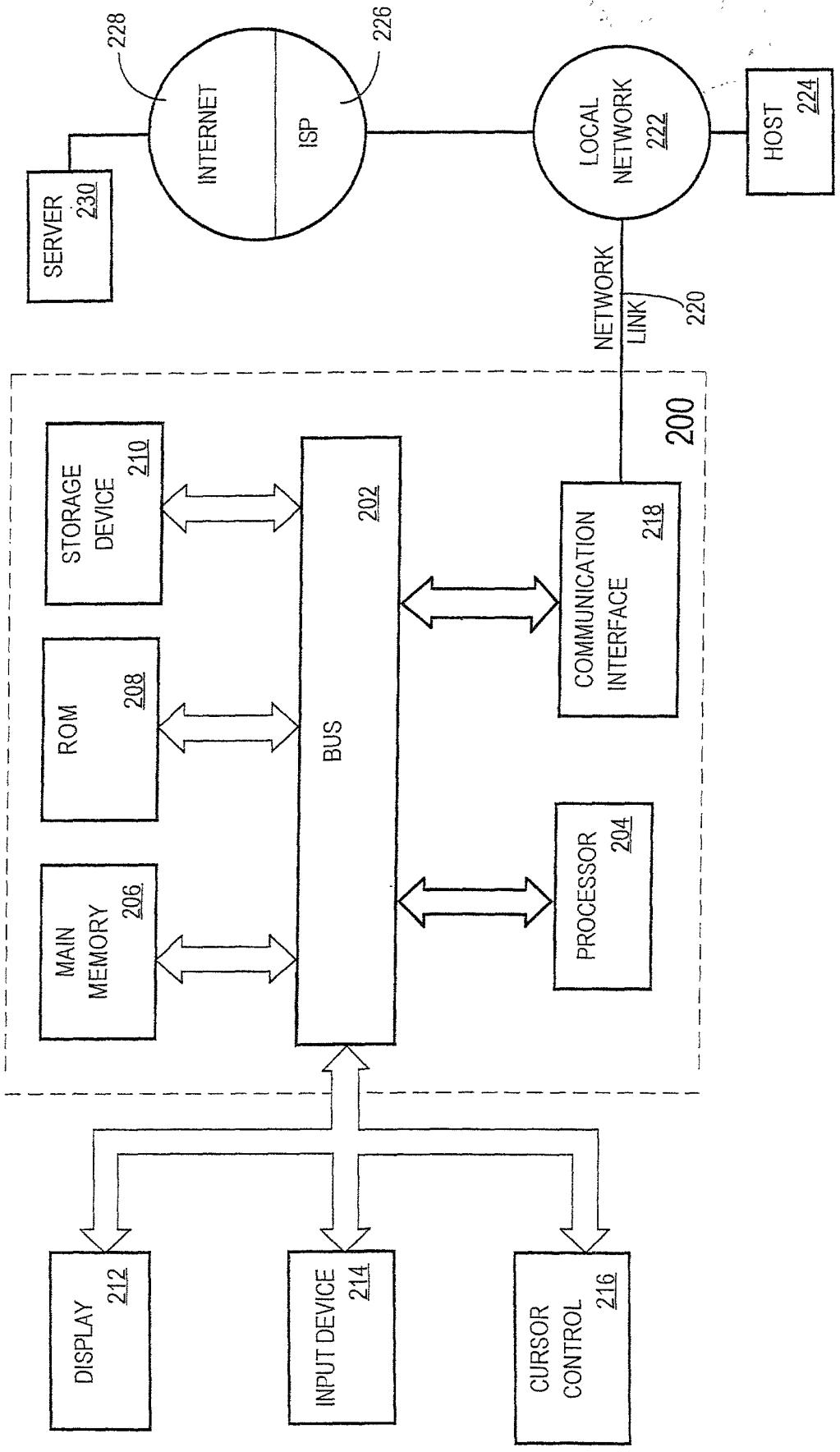

228
INTERNET
ISP
226
SERVER 230
LOCAL NETWORK 222
HOST 224
NETWORK LINK 220
200
STORAGE DEVICE 210
ROM 208
MAIN MEMORY 206
BUS 202
COMMUNICATION INTERFACE 218
PROCESSOR 204
DISPLAY 212
INPUT DEVICE 214
CURSOR CONTROL 216

FIG. 2

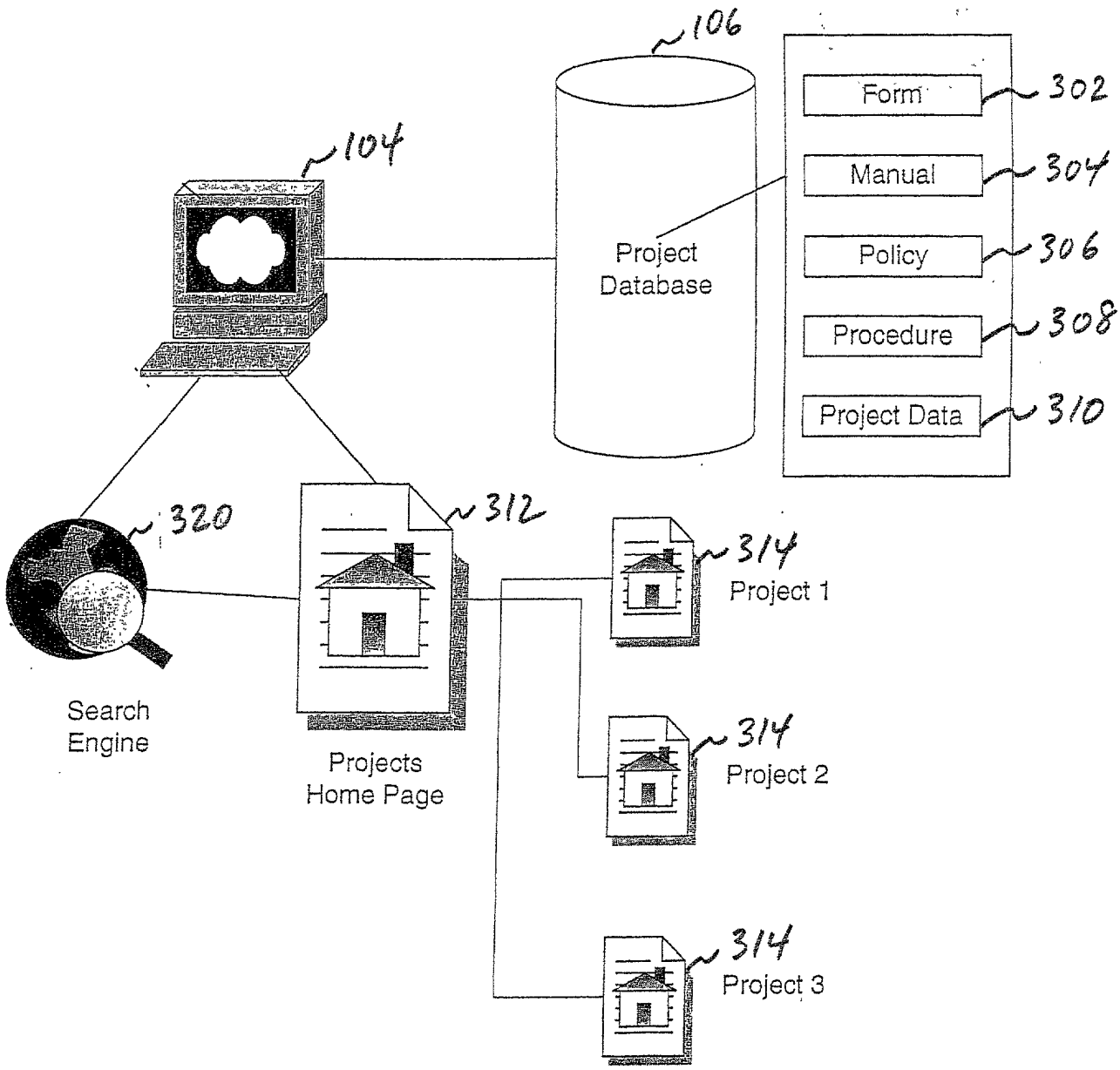

106
Form
302
Manual
304
Policy
306
Procedure
308
Project Data
310
Project Database
104
320
312
314
Project 1
314
Project 2
314
Project 3
Search Engine
Projects Home Page

Figure 3

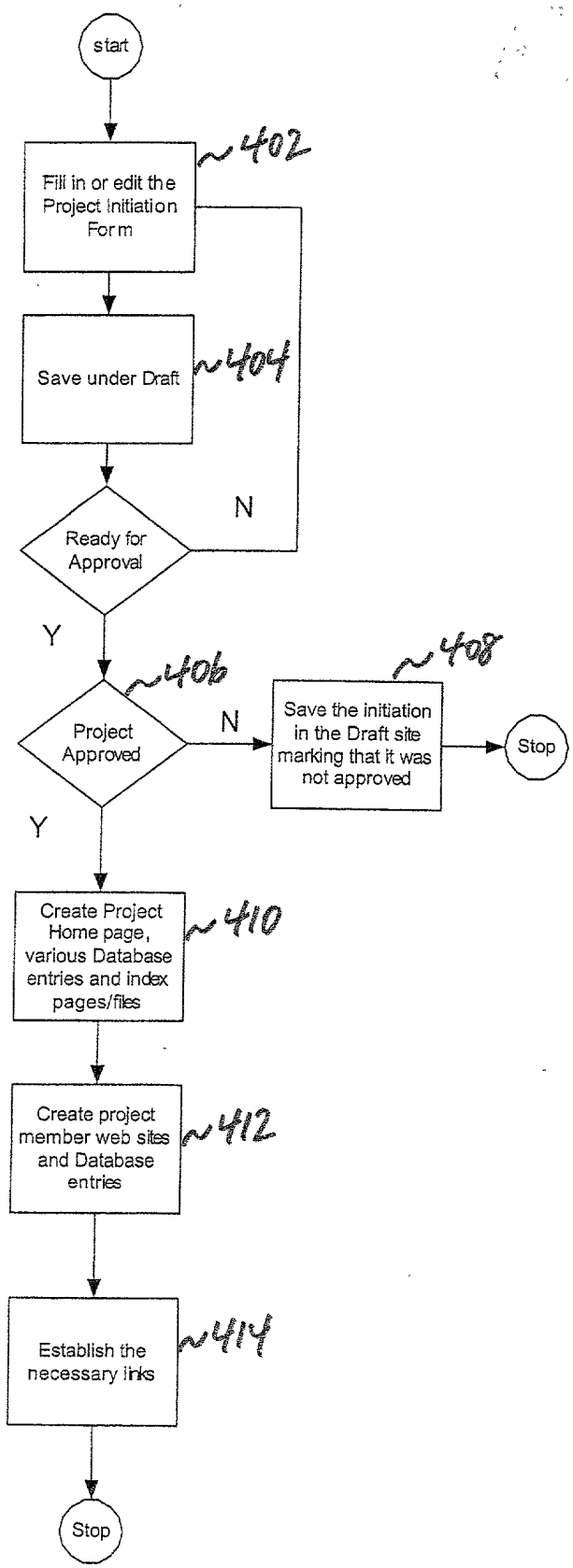

start
Fill in or edit the Project Initiation Form
402
Save under Draft
404
Ready for Approval
N
Y
Project Approved
406
N
Save the initiation in the Draft site marking that it was not approved
408
Stop
Y
Create Project Home page, various Database entries and index pages/files
410
Create project member web sites and Database entries
412
Establish the necessary links
414
Stop

Fig. 4A

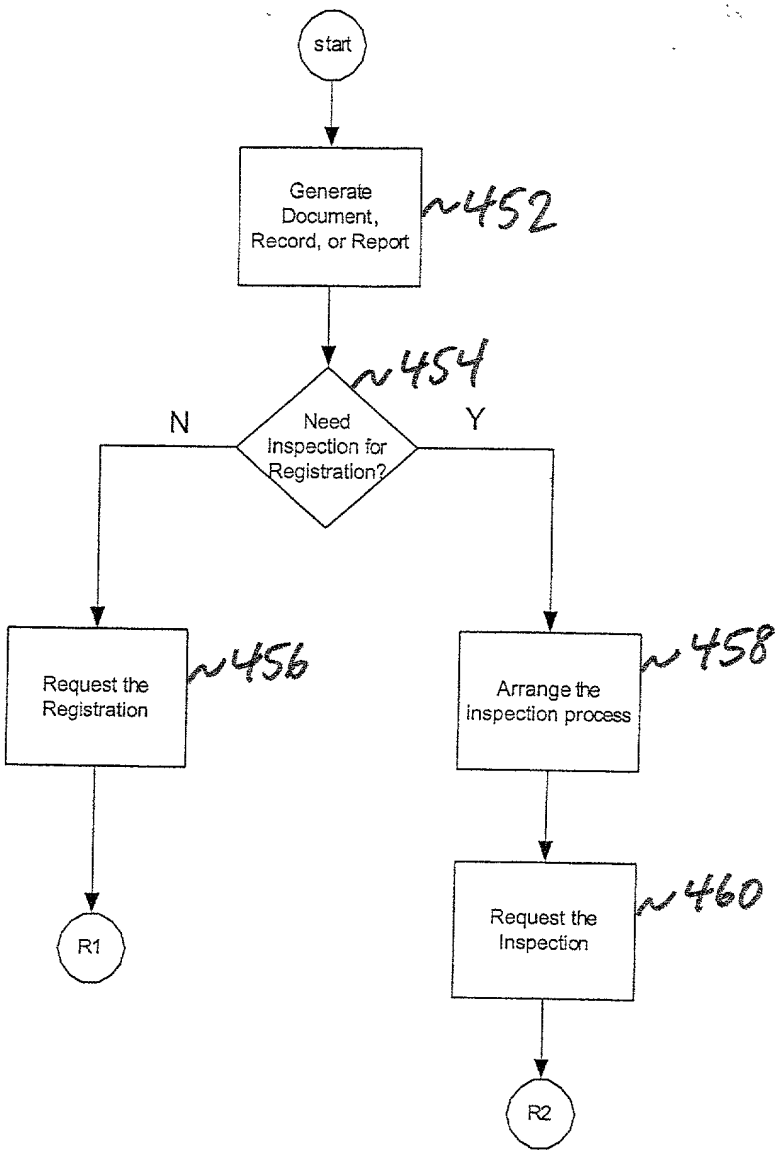

start
Generate Document, Record, or Report
452
454
Need Inspection for Registration?
N
Y
Request the Registration
456
Arrange the inspection process
458
R1
Request the Inspection
460
R2

Fig. 4B

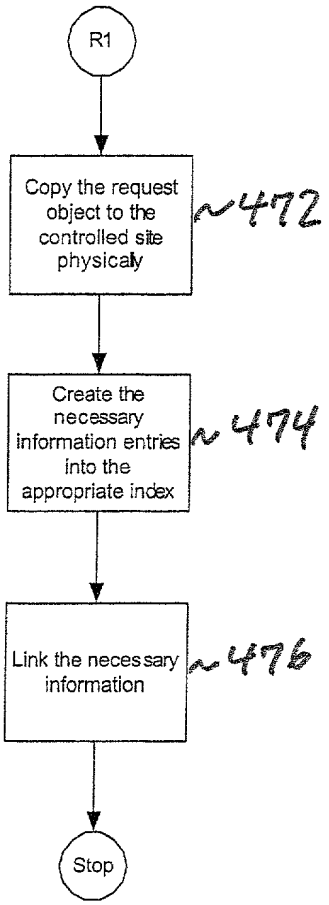

R1
Copy the request object to the controlled site physicaly
472
Create the necessary information entries into the appropriate index
474
Link the necessary information
476
Stop

Fig. 4C

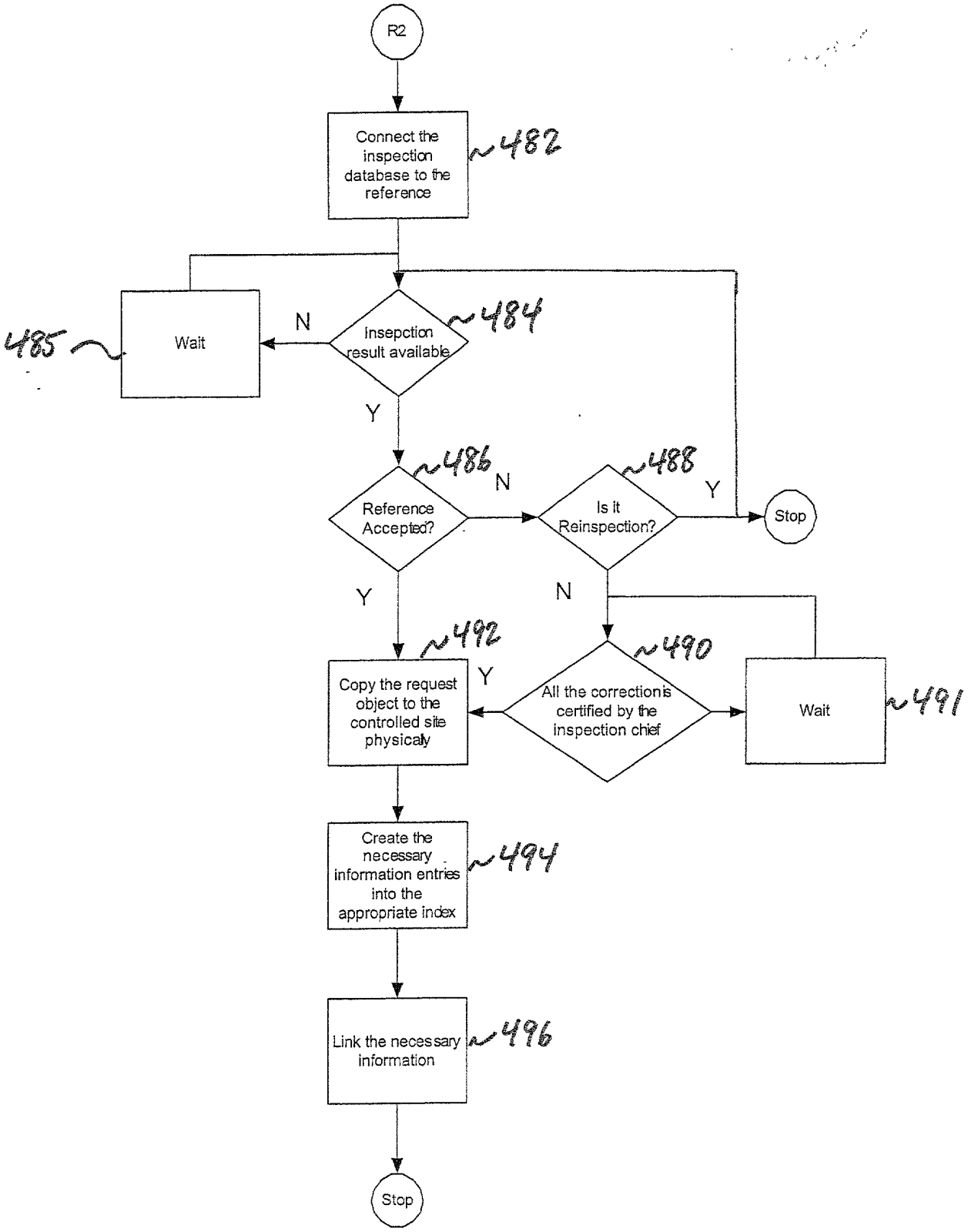
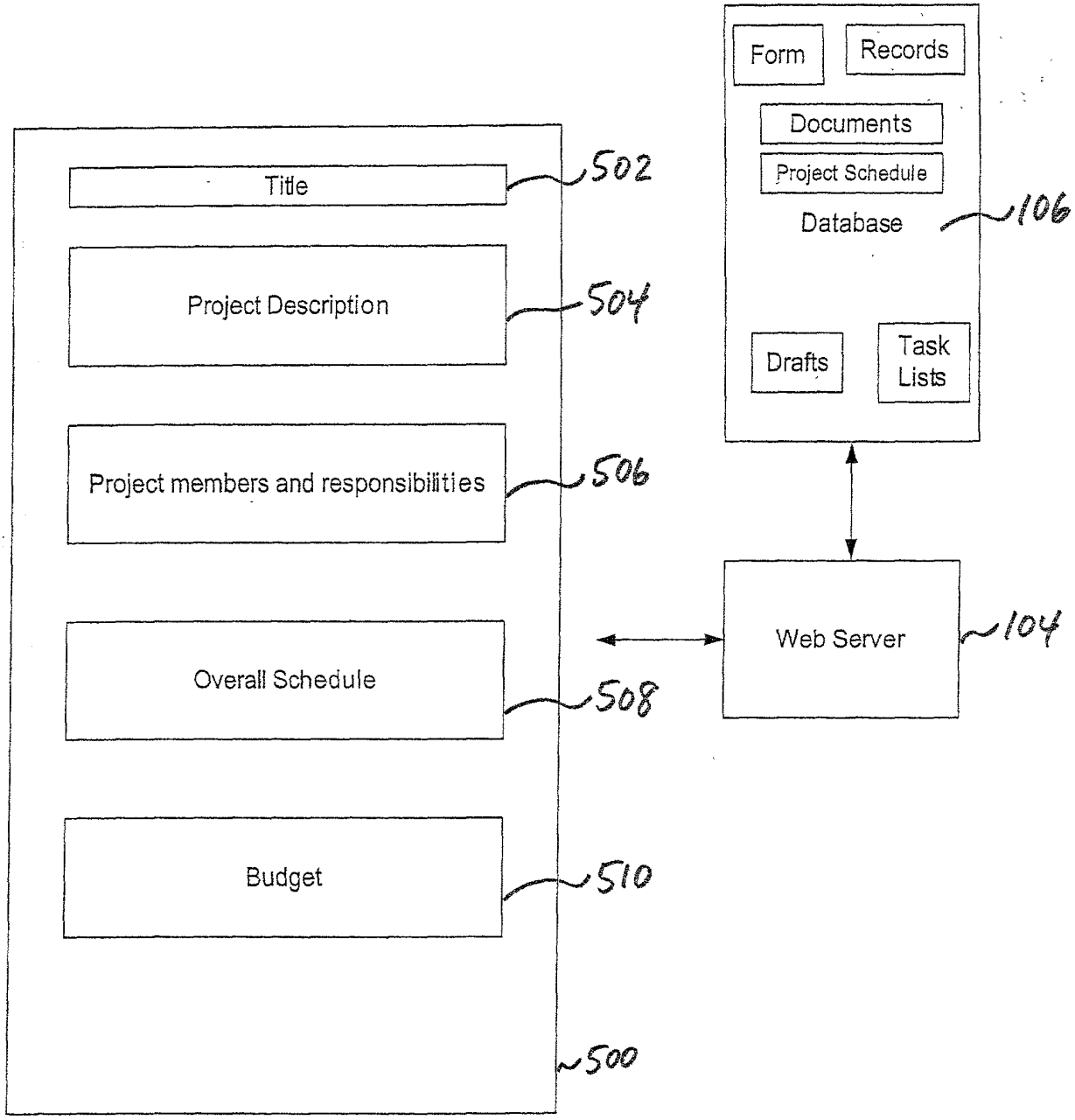

R2
Connect the inspection database to the reference
482
Wait
485
N
Insepction result available
484
Y
Reference Accepted?
486
N
Is it Reinspection?
488
Y
Stop
Y
N
Copy the request object to the controlled site physicaly
492
Y
All the correction is certified by the inspection chief
490
Wait
491
Create the necessary information entries into the appropriate index
494
Link the necessary information
496
Stop

Fig. 4D



Project Initiation Interactive Form

Fig. 5A

RICOH Corporation	Office Solutions and Systems Development Group Division: SUPPORT	Doc. Ctrl No.: Q6-DJXX-01 Form Number: Q6-F001-04 Rev Number: 1.3
Project Initiation Form		**Project Number: JXX**
Project Name:		

Group	Name	Signature	Date
Initiator			
Project Leader			
Division Head			
SRDG Head			

Form Revision History (Please Delete when using this form)

Revision Number	Date	Description of Changes (Must include reasons for the change, page number and section number)
0.1	24Aug98	Original Draft
0.2	13Oct98	Change the Title of the form by adding Research in front of Project
0.3	14Oct98	Change the Title and made the form generic
0.4	7Apr99	Added "Risk" in the 8.1 subtitle
1.0	3Aug99	corrected spelling and title changed. changed reviewer. "A. Division Head" --> "Division Head"
1.1	19Aug99	"From" --> "Form"
1.2	23Aug99	Added "Project Number"
1.3	2Nov00	SRDG --> Office Solutions and System Development Group (OSDG) and TSS --> SUPPORT

Originator: Title: Director	Review: Title: Software Engineer	Approval: Title: Division Head

1. Project

1.1 Description of Project

1.2 Project Type

550

FIG. 5B

2. Project Duration (and Cost)

2.1 Project Duration

2.2 Project Cost (if necessary)

3. Project Members and Assignments

4. Goals

5. Objectives

6. Planning Intent (If necessary)

7. Technical Goals (If necessary)

8. Technical Issues and Risks (If necessary)

9. Patent Target

10. Criteria for Evaluation (If necessary)

11. Major Deliverables

12. Milestones

END OF FORM

550

FIG. 5C

09881250 - 062102

J06 Project

Project Documents and Records

Documents Number	Title and Description 602
Q6-DJ06-yy	Project Documents
Q6-RJ06-II-zzz	Inspection Results
Q6-RJ06-MM-zzz	Meeting Records
Q6-DJ06-CC-zzz	Changes proposed. Decisions, etc.
Q6-RJ06-EE-zzz	Error Tracking
Q6-RJ06-yy	Other Records

Zipped Project Source Code ~604

Current Risks

Project Schedule ~608

Dates	Milestones
5 Jan 2001	Design Freeze
15 Jan 2001	Status Report
17 Feb 2001	Status Report
23 Mar 2001	Closing Meeting and Demo

Requirements ~606

Current Task List ~610
Avery Fong
Tetsuro Motoyama

600

MEMBER WEBSITE ~612
INDIVIDUAL 1
INDIVIDUAL 2

FIG. 6

Index of Project Documents

Document ID	Title	Rev	Date	Status (Withdrawn, Active, Draft)	Approval
Q6-DJ06-17	Analysis of Software Development	1.0	2Feb01	Active	Approved
Q6-DJ06-16	Project Review: Problems/Difficulties and Successes	1.0	31Jan01	Active	Approved
Q6-DJ06-15	Implementation and Unit Test Plan	1.0	12Dec00	Active	Approved
Q6-DJ06-14	Status Report on 7 December 2000	1.0	7Dec00	Active	Approved
Q6-DJ06-13	Design Review Request	1.0	29 Nov00	Active	Approved
Q6-DJ06-12	Status Report on 6 November 2000	1.0	6 Nov00	Active	Approved
Q6-DJ06-11	Integration Test Plan for J06 Project	0.1	26Oct00	Active	Approved
Q6-DJ06-10	J06 Software Specification	1.10	25Jan01	Active	Approved
Q6-DJ06-09	Requirement Matrix for J06 Project	1.3	31Jan01	Active	Approved
Q6-DJ06-08	J06 Project Plan	1.4	14Dec00	Active	Accepted
Q6-DJ06-07	Requirements for J06 Project	1.2	4Dec00	Active	Approved
Q6-DJ06-06	Organization and Use of the Project Directory for J06	1.1	20Oct00	Active	Approved
Q6-DJ06-05	Implementation and Unit Test Plan Guideline for J06	1.0	12Oct00	Active	Approved
Q6-DJ06-04	Code Conventions and Visual C++	1.1	15Dec00	Active	Approved
Q6-DJ06-03	Procedure for Source Code Control for J06	1.1	19Oct00	Active	Approved
Q6-DJ06-02	Design Document Guideline for J06	1.0	10Oct00	Active	Approved
Q6-DJ06-01	Project Initiation Form	1.0	6Oct00	Active	Approved

700

To Archived Documents

FIG. 7A

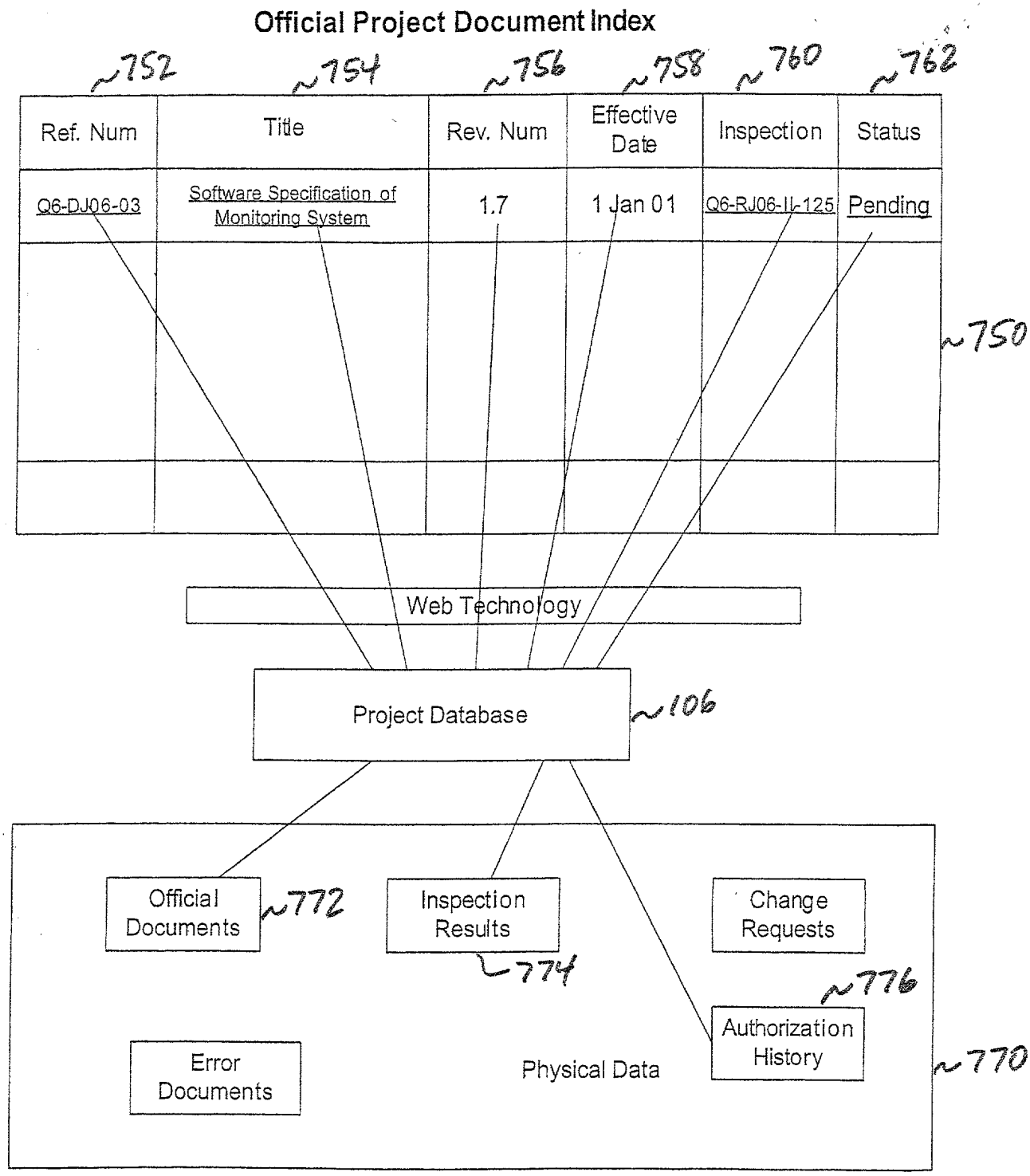

Official Project Document Index
752
754
756
758
760
762
Ref. Num
Title
Rev. Num
Effective Date
Inspection
Status
Q6-DJ06-03
Software Specification of Monitoring System
1.7
1 Jan 01
Q6-RJ06-II-125
Pending
750
Web Technology
Project Database
106
Official Documents
772
Inspection Results
774
Change Requests
776
Authorization History
Error Documents
Physical Data
770

Fig. 7B

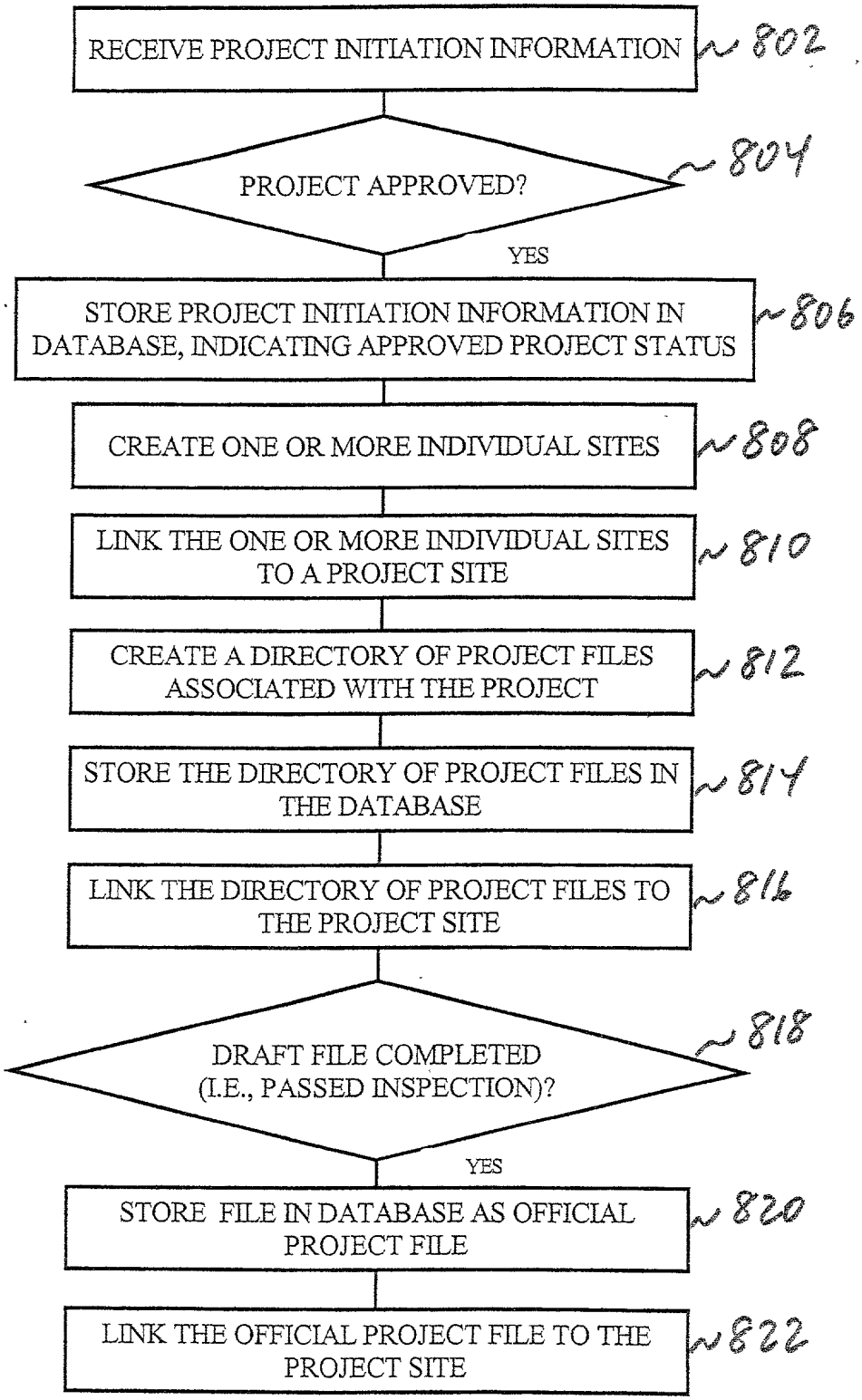

RECEIVE PROJECT INITIATION INFORMATION
802
PROJECT APPROVED?
804
YES
STORE PROJECT INITIATION INFORMATION IN DATABASE, INDICATING APPROVED PROJECT STATUS
806
CREATE ONE OR MORE INDIVIDUAL SITES
808
LINK THE ONE OR MORE INDIVIDUAL SITES TO A PROJECT SITE
810
CREATE A DIRECTORY OF PROJECT FILES ASSOCIATED WITH THE PROJECT
812
STORE THE DIRECTORY OF PROJECT FILES IN THE DATABASE
814
LINK THE DIRECTORY OF PROJECT FILES TO THE PROJECT SITE
816
DRAFT FILE COMPLETED (I.E., PASSED INSPECTION)?
818
YES
STORE FILE IN DATABASE AS OFFICIAL PROJECT FILE
820
LINK THE OFFICIAL PROJECT FILE TO THE PROJECT SITE
822

Fig. 8

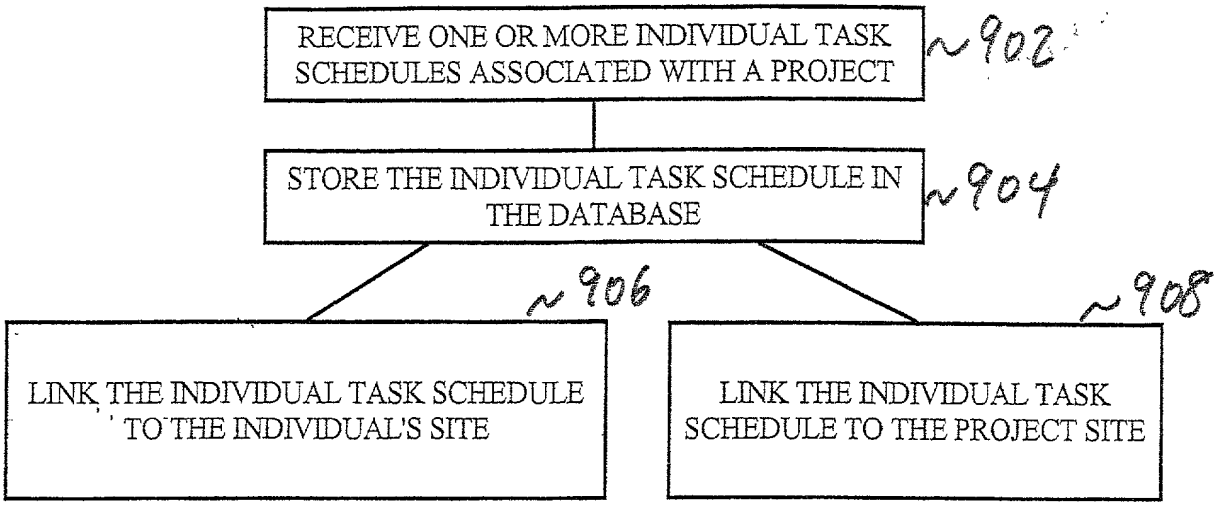

RECEIVE ONE OR MORE INDIVIDUAL TASK SCHEDULES ASSOCIATED WITH A PROJECT
902
STORE THE INDIVIDUAL TASK SCHEDULE IN THE DATABASE
904
906
LINK THE INDIVIDUAL TASK SCHEDULE TO THE INDIVIDUAL'S SITE
908
LINK THE INDIVIDUAL TASK SCHEDULE TO THE PROJECT SITE

Fig. 9

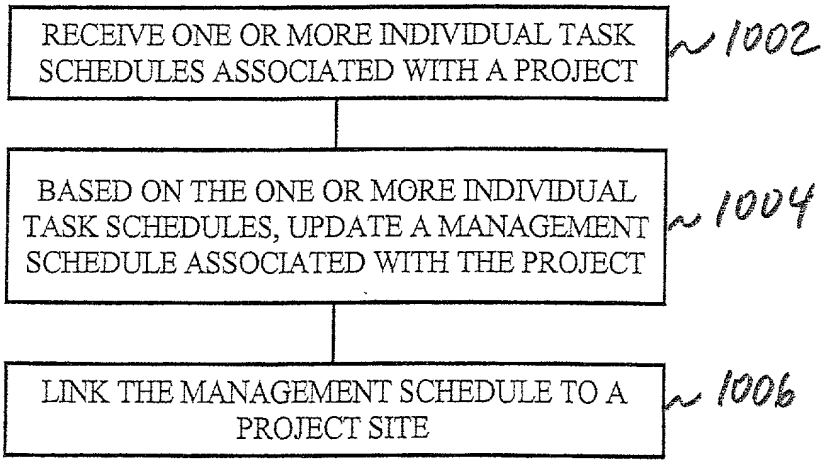

RECEIVE ONE OR MORE INDIVIDUAL TASK SCHEDULES ASSOCIATED WITH A PROJECT
1002
BASED ON THE ONE OR MORE INDIVIDUAL TASK SCHEDULES, UPDATE A MANAGEMENT SCHEDULE ASSOCIATED WITH THE PROJECT
1004
LINK THE MANAGEMENT SCHEDULE TO A PROJECT SITE
1006

Fig. 10

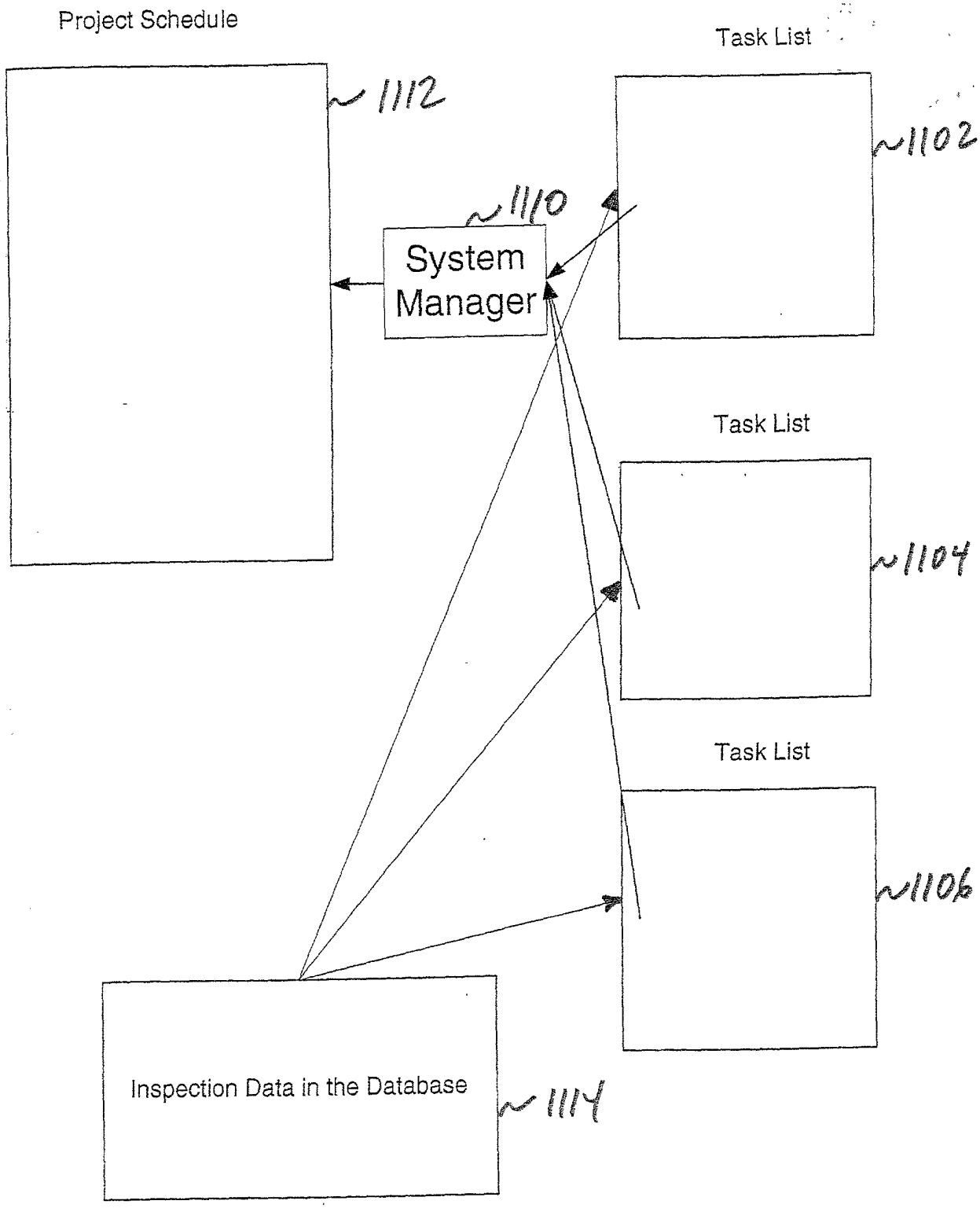

Project Schedule
1112
Task List
1102
1110
System Manager
Task List
1104
Task List
1106
Inspection Data in the Database
1114

Figure 11

Publication	27sep00	10oct00	10oct00	10oct00	10oct00
Coding Convention	29sep00	29sep00	11oct00	29sep00	11oct00
Draft	29sep00	29sep00	2oct00	29sep00	29sep00
Review/Inspection	29sep00	2oct00	11oct00	4oct00	11oct00
Publication	29sep00	11oct00	11oct00	11oct00	11oct00
Implementation Plan and Unit Test Guideline	29sep00	2oct00	12oct00	3oct00	12oct00
Draft	29sep00	2oct00	4oct00	3oct00	4oct00
Review/Inspection	29sep00	5oct00	12oct00	5oct00	12oct00
Publication/Meeting	29sep00	12oct00	12oct00	12oct00	12oct00
Project Plan	21sep00	25sep00	7oct00	25sep00	17oct00
Draft	21sep00	25sep00	29sep00	25sep00	29sep00
Review/Inspection	21sep00	2oct00	13oct00	2oct00	17oct00
Publication	21sep00	13oct00	13oct00	17oct00	17oct00

2. Design

1200

Tasks	Identified Date	Planned Start	Planned End	Actual Start	Actual End
Project Architecture	2oct00	2oct00	31oct00	4oct00	19oct00
Draft	2oct00	2oct00	20oct00	4oct00	17oct00
Review/Inspection	~~2oct00~~ 19oct00	23oct00	~~31oct00~~ 19oct00	18oct00	19oct00
Publication/Meeting	~~2oct00~~ 19oct00	~~31oct00~~ 19oct00	~~31oct00~~ 19oct00	19oct00	19oct00
Project Plan Revision	~~2oct00~~ 19oct00	~~31oct00~~ 20oct00	~~2nov00~~ 24oct00	19oct00	23oct00
Draft	~~2oct00~~ 19oct00	~~31oct00~~ 20oct00	~~1nov00~~ 23oct00	19oct00	20oct00
Review/Inspection	~~2oct00~~ 19oct00	~~1nov00~~ 23oct00	~~2nov00~~ 24oct00	23oct00	23oct00
Publication	~~2oct00~~ 19oct00	~~2nov00~~ 24oct00	~~2nov00~~ 24oct00	23oct00	23oct00
Package Design	19oct00	20oct00	15nov00	20oct00	1nov00
Sender Service		1202		1204	
Draft	20oct00	20oct00	23oct00	20oct00	23oct00
Review	20oct00	24oct00	26oct00	24oct00	26oct00
Receiver Service					
Draft	20oct00	20oct00	23oct00	20oct00	23oct00
Review	20oct00	24oct00	26oct00	24oct00	26oct00

1208

1206

FIG. 12

RICOH Corporation	Office Solutions and Systems Development Group Division: SUPPORT	Record Ctrl No.: Q6-RJ06-II-090 Form Number: Q6-F010-01 Rev Number 1.3
Inspection Form		Project Number: J06

Meeting Date: 26 Oct 2000 Time: 9:06 - 9:09

Project: J06 Release: _____

Document: SENDER SERVICE Moderator: AF

Time Spent for Preparation AF 1/60 1302

Meeting Type: Inspection (I)

Inspection Type: Document (Doc)

Result: Accept (A) 1304

Defect Type:
DA = Data, DC = Documentation, FN = Functionality, IF = Interface, LO = Logic, I/O = Input/Output, HF = Human Factors, MN = Maintainability, PF = Performance, SN = syntax, ST = Standards, OT = Other

Defect Class: M = Missing, W = Wrong, E = Extra (need to be removed), U = Unclear

Defect Severity: J = Major, N = Minor

Defect 1300

Location	Defect Description	Type	Class	Sever

FIG. 13

Task		Planned Start Date	Planned End Date	Estimated Deviation (Uncertainty)	Actual Completion Dates
Design Document Guidelines for J06		28Sep00	13Oct00	0	10Oct00
Code Convention for J06		29Sep00	13Oct00	0	11Oct00
Implementation and Unit Test plan guideline for J06		2Oct00	13Oct00	0	12Oct00
Source Code Control Procedure for J06		2Oct00	13Oct00	0	11Oct00
Project Requirements		2Oct00	16Oct00	0	16Oct00
Requirements Matrix		17Oct00	19Oct00	1	18Oct00
J06 Project Plan		27Sep00	17Oct00	0	17Oct00
Integration Test Plan		21Sep00	31Oct00	1	26Oct00
Design Document -General Architecture		2Oct00	31Oct00	1	19Oct00
Revise J06Project Plan schedule		~~31Oct00~~ 20Oct00	~~2Nov00~~ 25Oct00	1	23Oct00
Design Documentation - Package and Class Design		~~1Nov00~~ 20Oct00	~~22Nov00~~ ~~15~~Nov00	2	2Nov00
TM	Sender Service	20Oct00	26Oct00	1	26Oct00
	Receiver Service	20Oct00	26Oct00	1	26Oct00
	ODBC Interface in Monitor_Send	24Oct00	31Oct00	1	27Oct00
	ODBC Interface in Receive_Store	27Oct00	1Nov00	1	27Oct00
	Database in Monitor_Send	31Oct00	7Nov00	2	30Oct00
	Database in Receive_Store	31Oct00	7Nov00	2	30Oct00
	Device Information	3Nov00	10Nov00	2	31Oct00
	Parser	8Nov00	15Nov00	2	1Nov00
AF	Device Monitor	23Oct00	27Oct00	1	27Oct00
	Data Transfer	25Oct00	1Nov00	1	30Oct00
	Data Retriever	30Oct00	7Nov00	2	1Nov00
	POP3 Processor	3Nov00	10Nov00	2	2Nov00
	Receiver Manager	8Nov00	15Nov00	2	2Nov00
Revise J06 Project Plan schedule		22Nov00	28Nov00	1	3Nov00
Design Documentation - Class Specification		~~27Nov00~~ 3Nov00	~~5Jan01~~ 14Dec00	4	29Nov00

1402
1404
1406
1400

FIG. 14

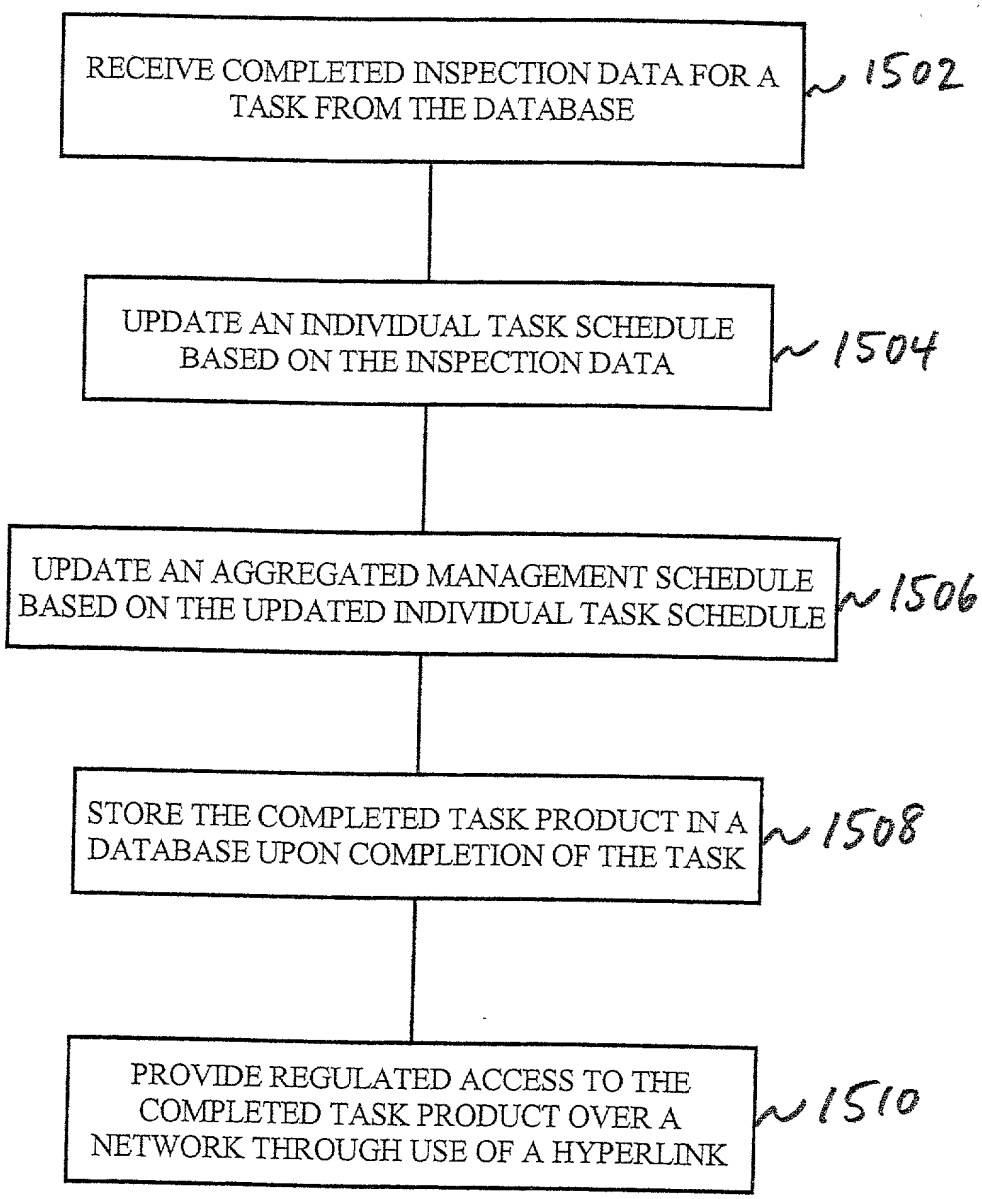

RECEIVE COMPLETED INSPECTION DATA FOR A TASK FROM THE DATABASE
1502
UPDATE AN INDIVIDUAL TASK SCHEDULE BASED ON THE INSPECTION DATA
1504
UPDATE AN AGGREGATED MANAGEMENT SCHEDULE BASED ON THE UPDATED INDIVIDUAL TASK SCHEDULE
1506
STORE THE COMPLETED TASK PRODUCT IN A DATABASE UPON COMPLETION OF THE TASK
1508
PROVIDE REGULATED ACCESS TO THE COMPLETED TASK PRODUCT OVER A NETWORK THROUGH USE OF A HYPERLINK
1510

Fig. 15